

Recommend 3-3-3
Shelf Filing Followup - 9/20/62
Original to [redacted] 9/18/62
Necessity [redacted]

STAT

Chief, Physical Security Division/OS

THRU : Chief, Records Management

Chief, Administrative Staff/OL

Secure Area - Bays 1703 - 1719, Parts of Bays 1704 and
1712, 1700 Wing, Qts. Eye Building

1. Subject area was formerly used as a communications center in connection with a special project. The



2. This particular area will be occupied shortly by the General Procurement Section/PD/OL, and it will be economically advantageous as well as convenient to re-establish it as a vaulted area for the reasons stated below:

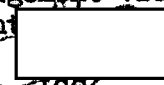
a. To and from the General Procurement Section flows a tremendous volume of paper in the form of requisitions, resulting procurement documents and correspondence. While none of the material is classified above secret and some is unclassified, it is administratively impossible to keep the classified and unclassified separated. For example, requisitioning document may bear classified information such as Agency component, names, etc. However, the part of the resulting procurement document issued to a contractor may be completely unclassified; thus, it is impractical to separate the requisition from the procurement document.

b. It is estimated that a minimum of three to four man hours a day are spent in placing the material in and taking it out of safes. In addition, it is necessary, almost every night, to cart part of the material to a vaulted area as current number of safes do not provide adequate space. The Section currently has four legal, one letter 4-drawer safe files and one 2-drawer legal. In order to provide adequate safe storage, a minimum of two additional legal size safes will be necessary, plus replacement of the current 4-drawer letter with a 4-drawer

This has been taken care of on file 9/17/62. Our decision was shown in [redacted] slip.

12/17/63

Approval recommend-
ed from records management viewpoint



IGC

STAT

STAT

CIA INTERNAL USE ONLY

SUBJECT: Secure Area - Bays 1703 - 1719, Parts of Bays
1704 and 1712, 1700 Wing, Qts. Eye Building

legal, and there isn't sufficient space within the area to accommodate the additional safe files required. Across the hall from where the Section is now located, is a vaulted area, however, when the move takes place, the nearest vaulted area will be in another wing on the opposite side of the building, thus, additional time will be involved in certing the material to and from the vaulted area.

2. Accordingly, favorable consideration and approval to re-establish subject area as a vaulted one is requested.



STAT

Distribution:

Orig. & 1 - Addressee
1 - OL/AS (Official)
1 - OL/PD
1 - OL/PD/GPS

OL/PD/GPS [redacted] (6 Sept 62)

STAT

CIA INTERNAL USE ONLY